



# Automatic Utility Bill Payment Authorization Agreement Form

---

Name (please print)

---

Service Address

---

City

State

Zip

---

Home Phone

---

TCWD Account number

*I authorize Trabuco Canyon Water District to automatically deduct from my checking account, indicated at the financial institution named below, all future payments for my utility bill. I understand that TCWD reserves the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify Trabuco Canyon Water District in writing.*

---

Signature

Date

***Please fill in the below information:***

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**You must attach a voided check to this authorization form.** Deposit slips and photocopies of checks are not acceptable, and will prohibit authorization. If paying your current bill by check, make sure to send an additional voided check to authorize utility bill payment.

Please call customer service at (949) 589-6270 with any questions you may have.



## Frequently Asked Questions...

### **What do I need to do to sign up for Automatic Utility Bill Payment?**

- Complete the form on the front side, sign it and return it to Trabuco Canyon Water District with a blank voided check.
- ***Please pay your current bill in full with a separate check.***  
Automatic payment will not be effective until your next billing cycle.

### **Who is eligible to participate?**

- The program is open to all customers of Trabuco Canyon Water District whose accounts are in good standing.

### **Can I have Automatic Payments withdrawn from my savings account?**

- No. Only checking accounts will qualify for Automatic Utility Bill Payment.

### **Will I still receive a monthly utility statement from Trabuco Canyon Water District?**

- Yes. Your statement will reflect your current charges.

### **Can I select the date on which the bill is paid?**

- No. Your billing cycle will remain the same.

### **When will my Automatic Payments be made?**

- Trabuco Canyon Water District will withdraw your payment on the next business day following the 1<sup>st</sup> or the 15<sup>th</sup> of the month, depending on your route.

### **Is there a charge for this service?**

- No. Trabuco Canyon Water District does not charge a fee for this service. However, some financial institutions may charge for automatic payments. Ask your bank about possible fees.

### **What if my payment is rejected?**

- If your payment is rejected, Trabuco Canyon Water District reserves the right to charge a \$15 processing fee on your next bill.

### **How do I discontinue participating in the program?**

- Notify Trabuco Canyon Water District in writing that you would like to discontinue Automatic Utility Bill Payment.
- Termination will become effective immediately upon receipt of your notification.

### **If you have any other questions in regards to Automatic Utility Bill Payment, please call customer service at (949) 589-6270.**

Mail this form to:  
32003 Dove Canyon Drive  
Trabuco Canyon, CA 92679  
[www.tcwd.ca.gov](http://www.tcwd.ca.gov)